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Report (Weekly)
Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Deputy Director (Administration)

DATE: APR 12 1954

FROM : Chief, Management Staff

SUBJECT: Weekly Report - Week ending 7 April 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 31 March 1954: Projects in Process 57

This Week:

Projects in Process 58

Added during week:	2
Completed during week:	1
Change	1

The "Management Staff Project Control" reveals a total of 58 projects requiring an estimated 2,151 man days of which 822 have been accomplished, leaving a balance of 1,329 man days.

PROJECTS ADDED DURING WEEKProject 4-110, Destruction and Disposal of Classified Waste

The scope of this project will provide for a complete study, Agency-wide, covering the destruction and disposal of classified waste. It will involve collection, documentation, and evaluation of efforts made to date to the solution of this problem; review of Agency facilities (including men, money and materiel); the contact of other governmental agencies; and, the research in the commercial market for possible new methods.

Project 4-111, Review of Proposed Office of Current Intelligence
Re-alignment

This project entails the Management Staff's review of OCI proposals in regard to a revised T/O; revised missions and functions; and revised organizational structure. The Management Staff will advise the OCI in a consultative capacity regarding the above, and will assist in the preparation of final action papers.

PROJECT COMPLETED DURING WEEKProject 3-49, Travel Orders

Completed. Report submitted.

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COMMENTS ON PROJECTS IN PROCESS

Project 4-51, Study of Functions of Office of Scientific Intelligence

Draft of our proposals recommending structural and functional changes within OSI being prepared.

Project 4-55, Analyzation of Allotment Procedures of Agency Transportation Money and Agency Agreements with Respect to Transportation

Final draft has been prepared for submission to the Comptroller.

Project 4-104, Reorganization of the Special Security Division, Security Office

We are examining functional responsibilities of the Division, on cover responsibilities within the DD/P Area for possible inconsistencies.

Project 4-109, Reorganization of Assessment and Evaluation Staff, Office of Training

Pending completion of a report by the Inspector General on the Office of Training.

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